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# 125<sup>th</sup> Finance Battalion Newsletter

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## DECEMBER 2004

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125<sup>th</sup> Finance Battalion  
Hours of Operation:  
Mon-Wed & Friday:  
0900-1600 hours



CLOSED: Every Thursday



ADONSAS: 24,27,30,&31 Dec  
Holidays: Christmas – 25 Dec  
New Year's Day – 1 Jan 2005  
– Office will be closed!!!

Emergency Contact Numbers:  
After duty hours for emergency  
finance problems:  
125<sup>th</sup> FB SDNCO at 655-2460.  
On Thursdays during the duty day,  
the emergency phone number (new  
number) is 271-6722.



Lightning Sure Pays!!!

### CONGRATULATIONS!

SPC Tisby  
125<sup>th</sup> Finance BN  
Soldier of the Quarter  
3<sup>rd</sup> QTR 2004

### Pay Day and LESs Handout Schedules

#### Payday Schedules:

November 2004 – 1 Dec 2004  
January 2005 – 31 Dec 2004



#### LESs Handout Dates:

Nov 2004 – 29 Nov 2004  
Dec 2004 – 28 Dec 2004

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**LES Handout Location:**

LES Handout will be conducted at the Education Center. We will start promptly at 0930 hours. ALL PSNCOs or their representatives must be present and on time. They are also required to bring a current unit roster. No shows will be reported to their higher headquarters. **NOTE:** See the bulletin board at the Education Center for the room number on the day of LES Handout.

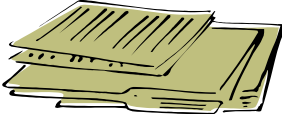
POC: SSG Moreno at 655-4625

**Cutoff Dates for Processing Documents**

PAC/PSNCOs: Please submit military pay documents to the Customer Service / Unit TL counter as the documents are received. The last date finance will accept documents for November 2004 cutoff is as follows:

MID MONTH: 1 Dec 04  
END of MONTH: 15 Dec 04

POC: SSG Moreno at 624-9376

**Unit Commander's Finance Report (UCFR) Turn In**

PAC/PSNCOs remember that UCFR turn in is on the 12<sup>th</sup> of every month. Ensure that the Commander's statement is typed or printed on the UCFR, and that it is signed by the Commander. All substantiating documents must be included for any pay changes!

POC is SGT Myres at 655-1244

**My Pay capabilities**

New capabilities have been implemented to My Pay:

- Active duty Members can now view 12 months of LES data.
- Also, active duty members are able to start, stop, and change financial allotments.
- Restricted Access Personal Identification Number (RAPIN). The RAPIN allows the member to provide a spouse or trusted individual with a view-only PIN. This is a great tool for deployed members.
- The member can set the RAPIN by signing into MyPay and from the main menu clicking on the "Personal Settings" page.
- Then click on the "restricted Access PIN".
- Create and input the RAPIN and provide it to your spouse/ family member/trusted individual.
- For the spouse/family member to use RAPIN, they simply sign into MyPay with the member's SSN under "LoginID" and then enter the provided RAPIN.

With the RAPIN the spouse or family member can view and print the LES and W2 but CANNOT make pay changes.

**TSP Open Season**

October 15 – December 31, 2004

**POINTS OF CONTACT**

CUSTOMER SERVICES  
SGT Moore 655-9094

DOCUMENT PROCESSING  
SSG Moreno 624-9376

SPECIAL ACTIONS/DEBTS  
SGT Funcheon 655-8933

TRAVEL/IN PROCESSING  
SSG Brooks 655-8930

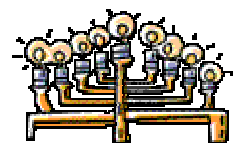
OUT PROCESSING  
SGT Brooks 655-8930

TLA  
SPC Tisby 655-1244

EXECUTIVE SERVICES  
SSG Godwin 655-4625

**SURF THE WEB**

Log onto the 125<sup>th</sup> Finance Battalion's web page to view information about specific military pay entitlements. Information pertaining to early return of dependents, the Thrift Savings Plan, the Savings Deposit Program, MyPay, LESs, and Power of Attorneys can be found there. Just click on:  
[http://www.25idl.army.mil/unit\\_frame.asp?unit\\_id=706](http://www.25idl.army.mil/unit_frame.asp?unit_id=706) and follow the "Deployments" link.

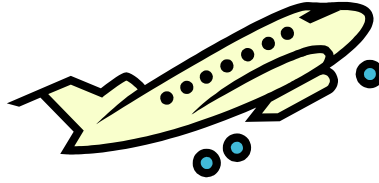




### Split Disbursement

Effective immediately it is now mandatory for **ALL** (civilian and military) government travel cardholders to use split disbursement when processing travel settlement vouchers. This applies to all travelers who use their government travel card to pay for part or all of their travel expenses. As a reminder the government travel card is to be for **TDY travel ONLY**.

POC is SGT Brooks at 655-8930



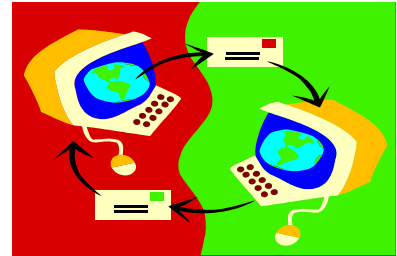
### New Per Diem Rate

Effective 1 October 2004 the standard per diem rate in the Continental United States (CONUS) increases to \$91.00 per day. This is \$60.00 for lodging, \$28.00 for meals and \$3.00 for incidental expenses. This rate applies **ONLY** to the Continental United States. For rates on other locations contact the Travel Section at 655-8930.



### New Pay System

Starting in March, the Defense Finance and Accounting Service will phase in a new, more reliable and effective pay system for the military. The new system is called "Forward Compatible Payroll", it promises far fewer errors, an easy-to-understand Leave and Earnings Statement for service members, and instantaneous adjustments to pay records. Phase-in will begin with the Army Reserve and National Guard in March, followed by the active-duty Army in July.



### E-Newsletter

The first electronic Military Pay Newsletter using ExactTarget software was transmitted to over 260,000 Army E-4s and below on November 8 using their AKO email address. This newsletter is a joint venture with Electronic Commerce and Travel Pay to improve the accuracy of pay to our military members. The newsletter will be produced quarterly, based in part on information received from the survey attached to the first newsletter.



